



County of Galveston

Human Resources

JOB POSTING NOTICE

Galveston County is seeking a new Deputy Court Clerk for the Justice of the Peace, Precinct 2 Office!

The right candidate will be responsible for providing clerical and customer service support for court operations.

JOB TITLE: Deputy Court Clerk

DEPARTMENT: Justice of the Peace Court, Pct. 2

HOURLY RATE: \$14.17

JOB GRADE: 10A

OFFICE ADDRESS:

1922 Sealy Street
Galveston, TX 77550

OFFICE HOURS:

8:00am to 5:00pm,
Monday – Friday

PHONE: (409) 770-5418

FAX: (409) 770-5351

WEBSITE: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

BENEFITS:

- Medical
- Dental
- Vision
- Disability
- TCDRS
- AUL Alternative Plan to Social Security

TO APPLY:

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

QUALIFICATIONS/REQUIRED SKILLS

- High School Education/GED
- MUST HAVE 1+ years of experience in customer service
- Proficient computer skills (MS Office)
- Exceptional written and oral communication skills
- Excellent data entry skills
- Must be able to deal with the public
- Ability to work as a team player with other staff in the office
- Must be a proficient decision maker and problem solver
- Cash handling experience
- Must pass Criminal Background check
- Bilingual is preferred but not required
- Justice of the Peace office experience preferred but not required

Date Posted:

7/11/2016

ADA/Equal Employment Opportunity Employer/VETS WELCOME